Your name

Street address

City, County/Region, Postcode

Phone number

Email address

Date

Recipient name

Title

Company name

Street address

City, County/Region, Postcode

Dear Recipient name:

I am writing in response to your advertisement in location of advertisement for a temporary job title. Based on the requirements listed in the ad, I feel that my skills and experience are a perfect match for this position.

I am interested in finding a position that will last for at least number months. I am available to start in a new position as early as date.

I have enclosed my CV for your review. I look forward to further discussing opportunities with Company name. If you have any questions or would like to schedule an interview, please call me on phone.

Yours sincerely,

Your name

Enclosure